

General Information for Educator Involvement

The Smarter Balanced Assessment Consortium (Smarter Balanced) is recruiting qualified grades 3-8 educators to support assessment activities in 2017. In order to support this, the Connecticut State Department of Education (CSDE) will be accepting applications to support the following Smarter Balanced educator activities:

Content	Grades	Meetings
ELA and Math	3–8	Item Authoring and Review
ELA and Math	3–8	Range Finding and Data Review
ELA	3–8	Annotating Student Work

The CSDE will be accepting applications through February 24, 2017. [Please complete the application online.](#) The CSDE will then select certain applicants and submit those names to Smarter Balanced. Smarter Balanced will contact those educators that have been selected for participation beginning in early March.

In order to apply, educators must meet the following qualifications:

- A. Currently certified or licensed to teach ELA/literacy or mathematics in a K–12 public school or certified to teach English learners and/or students with disabilities;
- B. Currently teaching in a public school or currently employed by a public school, district or state education entity including higher education located within a Smarter Balanced member state;
- C. Within the past three years:
 - Have taught ELA/literacy or mathematics in grades 3-8 and/or high school or have worked in a classroom content support role such as a literacy or district or state content specialist.

AND/OR

 - Have taught students with disabilities and/or English learners in grades 3-8 and/or high school or have worked in a support role such as a district/school coordinator or instructional specialist. Specializations in visual impairments or teaching for students who are deaf and hard of hearing are encouraged.
- D. Have previously reviewed part or all of the Common Core State Standards for the content area in which they are interested in working; and
- E. For item writing, all educators must submit a statement of interest upon request that describes (a) the reason(s) for their interest in developing items for the Smarter Balanced assessment system and (b) their qualifications for doing so.

Educators who have documented expertise in the areas of science and/or social science may apply for ELA/literacy item review. Some activities will have additional preferred experience qualifications.

Frequently Asked Questions Regarding Content Development

Q: What are the dates and length of the content development sessions?

A: Annotating Student Work (ELA) will be fully virtual and is scheduled for March. Mathematics Item Review and Item Authoring is scheduled for April 17-20. Mathematics Item Review is scheduled for July 24–28. ELA Item Review and Item Authoring is scheduled for 5 days in June. ELA Item Review is scheduled in October. Range Finding is scheduled for September. Data Review will have a 4 to 5 day meeting, followed by remote completion of the remaining assignment, if necessary, during December.

Q: How are educators selected for participation?

A: Smarter Balanced and the contractor will select educators to attend the meetings from across all Smarter Balanced members based on recommendations from each member's TIC. The selection of educators will aim to represent a balance of geographic region, grade levels, years of experience, and other information.

Q: How and when will I know if I will be selected for participation?

A: Recruitment for these meetings will occur across all Smarter Balanced members. Selected participants and alternates will receive notification regarding their status of participation in March–May 2017, depending on the timeline for the associated activity. Alternates will be contacted as needed starting in March and lasting through the summer.

Q: Where do meetings occur?

A: Meetings will be coordinated across Smarter Balanced member states. Locations will be provided in the invitation e-mails.

Q: Will my expenses be paid?

A: Airfare, hotel, and meal expenses for selected participants will be covered and reimbursed as explained in the invitation letter. Substitute pay may be available, depending on your state policy.

Q: How much time can we expect to spend on this project in total?

A: The workday is approximately 8 hours, with morning, afternoon and lunch breaks during meetings. Item Authoring and Data Review participants may need additional off-site time following the review meeting to complete the assignment.

Q: How are the meetings structured?

A: Participants work in groups by grades or claims and content areas. The process begins with an orientation. Educators will complete much of the work as a group, but participants will spend some time reviewing or processing information independently. For item authoring and data review, participants may receive assignments for additional tasks that they may complete remotely.

Q: Are recently retired teachers eligible to participate?

A: Only current school and district employees are allowed to participate.